

Planned Working Time_Maintain

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/8/04	Emilie Miller	Create
11/28/05	Ileana Maldonado	Update
11/30/05	Ileana Maldonado	Update
9/6/2006	Chylynn Hansel	Update

Purpose

Use this procedure to change an employee's assigned work schedule rule.

Trigger

Perform this procedure when an employee needs a long-term change in their assigned work schedule rule.

Prerequisites

- The employee must exist in HRMS and have a previously assigned work schedule rule.

Menu Path










- Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

- The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.


Procedure

1. You have started the transaction using the menu path or transaction code **PA30**.

Maintain HR Master Data

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 40000406

3. Click  (Enter) to validate the information.

Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000406

Name Jones Emilie

PersArea 4900 Dept Natural Resources EEGroup 4 Seasonal

PSubarea 00PT Agywide Non Sup EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Contract Elements

Date Specifications

Family/Related Person

Period

Fr. To

Today Curr.week

A11 Current month

From curr.date Last week

Up to Today Last month


Current Period Current Year

Choose

Direct selection

Infotype Planned Working Time STy

RT0 (1) (501) ssvaphrtedci INS

4. Click the gray box to the left of **Planned Working Time**.
5. Click  (Copy) to update the record.

Copy Planned Working Time

Copy Planned Working Time (0007)

Personnel No. 40000406 Name Jones Emille
 PersArea 4900 Dept Natural Resources EESubgroup 06 Seasonal
 PSubarea 00PT Agywide Non Sup M-OT Elig>40hrs/wk Status Active
 Start 07/16/2006 To 12/31/9999

Work schedule rule
 Work schedule rule FULL 5-8s: M-F 8 hpd
 Time Mgmt status 9 - Time evaluation of planned times
☐ Part-time employee Additional time ID 00

Working time
 Employment percent 100.00
 Daily working hours 8.00
 Weekly working hours 40.00
 Monthly working hrs 174.00
 Annual working hours 2080.00
 Weekly workdays 5.00

New default for work schedule rule: FULL RT0 (1) (501) ssvaphrtedci INS


6. Complete the following fields:

Field Name	R/O/C	Description
Start	O	The date the new record begins. Example: 10/01/2006
Work schedule rule	R	A description of the duration and composition of employee working time for any given workday. Example: R015

Title: Planned Working Time_Maintain
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
Time Mgmt status	R	<p>The part of the work schedule that an employee is assigned to and signifies how hours are calculated based on the employee's assigned work schedule.</p> <p>Example: 9 – Time evaluation of planned times (for monthly employees and hourly employees with a valid schedule) 1 1- Time evaluation of actual times (for hourly employees with a non-valid schedule i.e., 24/7).</p>
Additional time ID	C	<p>The indicator on how employee leave will accrue Enter:</p> <ul style="list-style-type: none"> ▪ 00 for full normal leave accrual (will default if to normal if field is left blank). ▪ 01 for NO leave accrual ▪ 02 for sick leave accrual only
Employment percent	R	<p>The amount of time that an employee works per week in a particular position and is described in terms of a percentage.</p> <p>Example: 100.00</p>

7. Click  (Enter) to validate the information.

State of Washington HRMS

Copy Planned Working Time


Copy Planned Working Time (0007)

Personnel No. 40000406 Name Jones Emille
PersArea 4900 Dept Natural Resources EGroup 4 Seasonal
PSubarea 00PT Agw wide Non Sup ESubgroup 06 M-OT Elig 40hrs/wk Status Active
Start 07/16/2006 To 12/31/9999

Work schedule rule
Work schedule rule R015 4-10s: M-Th, 10 hpd
Time Mgmt status 9 - Time evaluation of planned times
☐ Part-time employee Additional time ID 00

Working time
Employment percent 100.00
Daily working hours 10.00
Weekly working hours 40.00
Monthly working hrs 174.00
Annual working hours 2080.00
Weekly workdays 4.00

Save your entries RT0 (1) (501) ssvaphrtedci INS

8. Click  (Save).
9. You have completed this transaction.

Result

You have changed an employee's assigned work schedule rule in HRMS.

Comments

None.